

June 29, 2007



Planning Department Newsletter



MEET THE PLANNING STAFF

Since there have been several recent changes to the composition of the planning department staff, we thought we'd introduce you to our team members. Each person plays a vital role in our community planning efforts.

Part-time engineering aides Neil Jeffers and Evan Pond help out the department in a number of ways. These two gentlemen create maps and other graphics used in public meetings, post public notice signs, and organize many of the engineering records that the department utilizes in its daily activities. Both of them have been working for the city for about a year, and both are WSU students; Neil is in engineering and Evan is in architecture.

Beth Johnson, public works administrative assistant, manages the administrative duties of the department. She processes correspondence, reports, mailing

lists, committee agendas, purchase orders, and capital improvement program documents. Beth also provides customer service and coordinates the State Environmental Policy Act, site plan review, and population estimate procedures for the department. She started employment with the city as the public works administrative specialist in July of 2005, and was promoted to her current position in October of last year.

Kealan Emerson serves as the department's public works administrative specialist. Kealan is often the first person that a customer sees when they enter the planning office at City Hall. In addition to this important work of addressing citizens' needs, she coordinates all of the building permit activity for the city. Kealan began her employment with the city as a records specialist with the

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Left to right: Beth Johnson, Kealan Emerson, Neil Jeffers, Suzanne Austin, Evan Pond, and Pete Dickinson

MEET THE PLANNING STAFF (cont.)

police department in 2005, and she moved over to our department late last year.

Both Beth and Kealan also act as secretary for the Planning Commission, Board of Adjustment, and Landmarks Commission. In that capacity, they set up the meeting equipment, take minutes, and process all legal documents that are approved at each session.

The newest crew member is assistant planner Suzanne Austin. Suzanne has been on board for a little over a week, and she has already made a positive impact on departmental operations. Her job involves checking various permit requests for development proposals, processing applications for review by city committees, acting on potential violations of the city's development regulations, and helping with

long-range planning matters.

As planning director, Pete Dickinson administers the city's long-range planning activities; generates the departmental budget; serves as primary staff advisor on planning matters to the Planning Commission, Board of Adjustment, Landmarks Commission, and City Council; and generally oversees all operations of the department. Pete has been with the city since 1983, and has served as director since 1993.

If you are in need of assistance from the planning department, please do not hesitate to call or visit any one of our friendly staff members. As always, we're here to assist in enhancing the quality of life for all Pullman residents.

PARKING FOR DOWNTOWN RESIDENTIAL USES

Late last year, a downtown property owner proposed to establish 50 apartment units in a mixed-use development with fewer than one off-street parking space per residence. This proposal was subsequently withdrawn, but citizens concerned about such projects prompted the Planning Commission to review the city's parking regulations for the C2 Central Business zoning district.

Currently, there is no requirement in the zoning code for downtown developments to provide off-street parking. And Pullman is not alone in this respect. The vast majority of cities in the United States require little if any off-street parking in their central business districts, relying instead on public and private parking lots/garages as well as on-street parking. Most downtown districts were built in the days before the automobile, so their layouts do not lend themselves well to the storage of motor vehicles. For example, many downtown buildings have little or no setbacks from property lines, and thus, there is limited space available for parking of cars. This arrangement lies in stark contrast to commercial developments in outlying or suburban areas that were designed specifically to accommodate the automobile. Often these developments are provided with plenty of off-street parking between the street and the storefront.

As indicated in the first paragraph above, the main concern ex-

pressed thus far with respect to this matter is parking for residential uses in the C2 zone. At the direction of the Planning Commission, staff initiated a downtown parking study in February of this year. This study found that there are a total of 117 dwelling units in the central business district with 111 off-street parking spaces assigned to these dwelling units. The study also determined that there are a total of 349 off-street parking spaces in city-owned lots downtown, and approximately 72 percent of these parking spots are filled on an average weekday.

To continue the discussion regarding this topic, the Planning Commission has scheduled a public input session for Wednesday, July 25 at 7:30 p.m. in the City Hall Council Chambers. At that time, the Commission will solicit comments from all affected parties. If you have an interest in this matter, please attend this meeting and participate in the proceedings.



Planning staff recently inventoried public parking lots like this one as part of its ongoing downtown parking study.

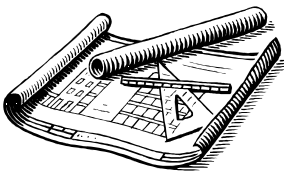
MODIFICATIONS PROPOSED TO PIONEER CENTER OPERATIONS

In 1998, the city received a conditional use permit from the Board of Adjustment to locate its recreation division activities in the Pioneer Center at 240 SE Dexter Street (the site of the old Franklin Elementary School). The conditions attached to this permit were as follows:

1. The applicant shall establish a minimum of 58 off-street parking stalls at the subject property before programs and activities are offered at that facility by Pullman Parks and Recreation.
2. The applicant shall not conduct, schedule, or operate a Teen Center, teen dances, Senior Center activities, or youth and adult athletic leagues at the subject property.
3. All Pullman Parks and Recreation activities and programs shall be concluded and the building vacated and locked by 9:30 p.m. daily.

Recently, the city recreation division submitted an application to modify some of the terms of this original conditional use permit. The requested changes are to: a) conduct youth athletic programs on the property (including utilization of the outdoor play area at the site); and b) operate certain events in the facility (such as dance recitals, private rentals for meetings or birthday parties, or staff training sessions) past 9:30 p.m.

The Board of Adjustment is scheduled to conduct a public hearing regarding this request on Monday, July 16 at 7:30 p.m. in the City Hall Council Chambers. At the hearing, the Board will accept public testimony and make a decision to approve, approve with conditions, or deny the application.



Pending Land Use Applications

Displayed below are land use applications submitted to the planning or public works department or city-generated proposals for planning provisions that require a public meeting, public notice, or site plan review in accordance with the city code.

PROJECT	DESCRIPTION	LOCATION	STATUS
Critical Areas Ordinance Revisions	proposed amendments to city's ordinance regarding environmentally sensitive areas	citywide	draft amendments transmitted to state; CC scheduled to review final ordinance in September
Hinrichs Annexation	annex 37 acres to the city	west of Sunnyside Park and north of Old Wawawai Road	staff reviewing legal description of property
Askins Annexation	annex 35 acres to the city	Johnson Road south of the Village Centre Cinemas	CC accepted annexation on 4/3; city awaiting petition from applicant
Whispering Hills III Planned Residential Development	develop 72 single family homes on 19.9 acres in a planned development	south of SW Old Wawawai Road and west of SW Marcia Drive	PC reviewed 6/27; CC scheduled to review 7/24
Whispering Hills III Preliminary Plat	divide 44.3 acres into 117 lots and public streets in an R2 district	south of SW Old Wawawai Road and west of SW Lochsa Drive	PC reviewed 6/27; CC scheduled to review 7/24
Barclay Subdivision No. 2 Preliminary Plat	divide 5.4 acres into 14 lots in an R2 district	South of the SW Casey Court/Barclay Court intersection	PC hearing scheduled for 7/25
Bryant House Special Valuation	request for special property tax valuation for single family house rehabilitation	1005 NE Maple Street	LC meeting scheduled for 7/25
Pioneer Center Modifications Conditional Use Permit (C-07-6)	modify use of the site to allow youth athletic programs and events past 9:30 p.m.	240 SE Dexter Street	BOA hearing scheduled for 7/16
Beasley Conditional Use Permit Extension Request (C-06-3)	extend for 2 years the approval period for a permit involving construction of a 15- & 12-unit apartment building on 3.2 acres	215 NW Clay Court	staff reviewing application materials
Monahan Setback Administrative Variance (AV-07-2)	construct duplex structure with 12.75-ft flanking street side setback	northwest corner of Spring and South Streets	staff approved application; appeal period ends 7/12

Pending Land Use Applications (cont.)

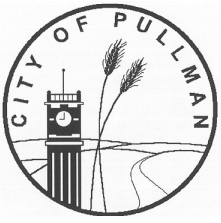
PROJECT	DESCRIPTION	LOCATION	STATUS
City Playfield Restrooms Conditional Use Permit Amendment (07-1)	construct two 255-sq-ft bathrooms at City Playfields	SE Riverview Street	staff reviewing application materials
Kruegel Park Restrooms Conditional Use Permit Amendment (07-2)	build two 255-sq-ft bathrooms at Kruegel Park	SE South Street	staff reviewing application materials
Sunnyside Park Restrooms Conditional Use Permit Amendment (07-3)	build three 255-sq-ft bathrooms at Sunnyside Park	SW Cedar Street	staff reviewing application materials
University Park Apartments site plan (06-18)	develop 21 apartments on 23,656-sq-ft lot	680 NE Gray Lane	staff requested applicant to revise site plan
Crimson Village site plan (07-2)	develop mixed-use retail/residential buildings totaling 66,000 sq ft on 10.5-acre lot	1000 block of SE Bishop Boulevard	staff requested applicant to revise site plan
Anita's Townhouses site plan (07-4)	build two housing units on 6,016 sq ft lot	1055 NE B Street	staff requested applicant to revise site plan
Whispering Hills Townhouses site plan (07-5)	construct 10 townhouse units on 88,800-sq-ft site	southwest of SW Old Wawawai Road/Marcia Drive intersection	staff requested applicant to revise site plan
Bishop Boulevard Development site plan (07-9)	build 9,680-sq-ft multi-tenant commercial structure on 36,750-sq-ft lot	690 SE Bishop Boulevard	staff reviewing site plan
University Park Mixed Use Development site plan (07-10)	construct 43,600-sq-ft commercial/residential building on 45,740-sq-ft site	630 E. Main Street	staff reviewing site plan
Tomason Place Apartments site plan (07-11)	establish 26-unit apartment building on 82,600-sq-ft parcel	555 NE Terre View Drive	staff reviewing site plan

KEY TO ZONING DISTRICTS: R1 Single Family Residential; RT Residential Transitional; R2 Low Density Multi-Family Residential; R3 Medium Density Multi-Family Residential; R4 High Density Multi-Family Residential; C1 Neighborhood Commercial; C2 Central Business District; C3 General Commercial; I1 Light Industrial; I2 Heavy Industrial; IRP Industrial Research Park; WSU Washington State University



KEY TO ABBREVIATIONS: CC: City Council; PC: Planning Commission; BOA: Board of Adjustment; DOE: State Department of Ecology; LC: Landmarks Commission

NOTES: 1) If an applicant fails to act on a pending application for a period of six months, said application will be dropped from the above list.. 2) Numbers in parentheses are planning staff's internal file numbers. 3) Site plan review by city staff is generally conducted for proposed construction of developments other than single family homes, duplexes, or manufactured homes; it does not apply to most construction on the WSU campus.



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WE'RE ON THE WEB!

WWW.PULLMAN-WA.GOV
